

INSTRUCTIONS FOR PREPARATION OF PERSONNEL INFORMATION CARDS - [REDACTED]

1. General Information

An agency Personnel Information Card Master File has been established in the Machine Records Branch, Administrative Service. The file contains a Personnel Information Card for each Departmental employee assigned to Washington, D. C. headquarters. The information contained in the card consists of the employee's name, office location and phone number, home address and phone number, and agency component to which assigned.

The Administrative Officer of each agency component is furnished with a duplicate of the Master Card for each employee assigned to his component. These duplicate files are known as the "Office files." The Administrative Officers are charged with the responsibility of maintaining the office files on a current basis and reporting daily all additions, deletions and changes in locator information to the Machine Records Branch so that the Master File may be maintained on a current basis. Additions are reported by preparing a New Personnel Information Card form. Changes are reported by withdrawing the Personnel Information Card affected from the Office file and entering on the card the new information for each item affected. The new cards and cards reflecting changes are then forwarded to Machine Records Branch.

Upon receipt of New Cards and "Change" cards in the Machine Records Branch, new Master Cards and a new Office file cards are mechanically processed. The new Office file cards are returned to the proper agency component for filing in the Office file. The new Master Cards are used to mechanically prepare "New" and "Change" data for the agency's emergency planning committee, the Telephone Branch and other authorized agency components whose locator records must be maintained on a current basis.

The importance of accurate and expeditious reporting of personnel locator information by means of the Personnel Information Card can not be over-emphasized.

2. Instructions for Preparing Personnel Information Cards

To assist Administrative Officers, T and A clerks or other designated personnel responsible for the maintenance of the Office file and the operation of the Personnel Information Card procedure, facsimile examples of cards showing how they should be prepared for reporting additions, deletions and changes, are attached. These examples cover the types of changes which occur most frequently. Additional information may be obtained by calling the Machine Records Branch, Telephone Extension 3756.